

Art. 11-I-20    **OFF-STREET PARKING AND LOADING REGULATIONS**  
(Ord. #2011-11, 05/10/2011)

A.    **GENERAL PARKING REGULATIONS**

1. **Off-Street Parking Required:** Off-street parking spaces shall be provided in conformance with these regulations whenever a use is established or enlarged. Required spaces shall be on the building site of the use for which parking is required, unless otherwise permitted and may be provided in either surface parking areas or garages. Whenever there is a change in use or an increase in floor area or in any other unit measurement used to determine the requirements for off-street parking spaces, additional spaces shall be provided on the basis of the increased requirement.
2. **Use of Required Spaces:** Required off-street parking and loading spaces shall be used only for their respective purposes and shall not be used for storage or display of vehicles or trailers for sale or rent, the storage or display of other goods, materials or products or the location of refuse storage containers. No required parking space may be placed in front of an overhead door or other point used for vehicular access.
3. **Submission of Plans:** Applications for building permits and Certificates of Occupancy shall include parking plans showing the design of off-street parking areas, including the layout of spaces, aisles and the location of ingress and egress points. Parking plans must be reviewed and approved by the Development Review Committee. Submission of a parking plan may be waived when it is not necessary to determine compliance with requirements.
4. **Encroachment on Easements and Rights-of-Way:** No portion of any private parking space, lot or facility may encroach on any easement or right-of-way, unless authorized by law, ordinance, regulation or written agreement of the governmental or private entity which owns or otherwise has jurisdiction over the easement or right-of-way.
5. **Calculations:** The following rules shall apply in computing the parking requirement;
  - a. **Combination Uses:** When a building site is used for a combination of uses, the parking requirement shall be the sum of the requirements for each type of use.
  - b. **Floor Area:** Floor area shall mean gross square footage, except in the case of office and retail type uses where areas used for nonpublic purposes, such as storage, incidental repair, processing or packaging, show windows, offices incidental to management or maintenance, restrooms, or utility rooms, may be discounted, but shall require one space per 750 square feet for such uses.

- c. Continuous Seating: When seating is provided on benches or pews, each eighteen inches (18.0") of such seating shall be counted as one (1) seat for the purpose of calculating the parking requirement.
  - d. Fractions: When a calculation results in the requirement of a fractional space, a fraction of less than one-half (1/2) shall be disregarded and a fraction of one-half (1/2) or greater shall require one parking space.
6. Application to Existing Buildings: If the use of a building is changed to a different use which pursuant to this section requires more off-street parking than currently exists, then the following applies:
- a. New Use: The new use may not commence until the required additional off-street parking is provided, if the building is not located in the Downtown Core as said term is defined in this code; or
  - b. Downtown Core Property: If the building is located in the Downtown Core, as said term is defined within Article 11-I-3, and the new use does not require an enlargement of that encompassed by the exterior walls of the building, the new use may commence without adding the off-street parking which would otherwise be required by this section.

B. **PARKING LAYOUT AND CONSTRUCTION STANDARDS**: every parcel of land hereafter used as a public or private parking area, including commercial parking lots used for the parking of business-owned vehicles and vehicular display/storage areas, shall be developed and maintained in accordance with the following requirements;

- 1. Minimum Size and Setbacks: Each parking space shall be a minimum of nine feet (9.0') by nineteen feet (19.0'), exclusive of access drives and aisles. The nineteen foot (19.0') depth may include a two foot (2.0) overhang over a paved, stoned, mulched or grassy area which is free of obstructions or over a sidewalk, provided that at least three feet (3.0') of sidewalk remains unobstructed for pedestrian movement. No space shall overhang a property line, right-of-way line, or a landscape area which is included as part of a minimum landscape requirement. Every space shall be at least eleven feet (11.0') from the curb line of a public or private street.
- 2. Wheel Stops: In any parking space which faces toward a property line or a building, a wheel stop and/or curb shall be installed which prevents a vehicle from extending across the property line or making contact with the building.
- 3. Parallel Parking: The minimum paved dimension for a parallel parking space shall be nine feet (9.0') by twenty-three feet (23.0').

4. **Access:** There shall be adequate provision for safe, efficient ingress and egress to all off-street parking spaces and parking stalls may not be designed to be directly accessed from any street. All parking stalls must be accessible by means of a driveway, aisle or other maneuvering space and no parking space may require the use of a public right-of-way or a private street for the maneuvering of a vehicle in entering or leaving the space.
5. **Aisle Width:** The standard parking aisle width shall be a minimum of twenty-four feet (24.0'), provided that a reduced width may be approved by the Development Review Committee when the parking layout includes angled parking, one-way aisles, or other special features which comply with other applicable City standards and generally accepted practices for parking lot layout.
6. **Fire Lanes:** Where a parking aisle also serves as a fire lane, the aisle, per the City Fire Code, shall meet the minimum width, radius, and construction standards for a fire lane if these specifications are greater than the requirements for a parking aisle.
7. **Residential Alleys:** No access from a nonresidential use shall be permitted to or from an alley serving a residential district.
8. **Drive Through Facilities:** Any facility offering drive-through service shall provide stacking lanes which are a minimum nine feet (9.0') in width and which provide direct forward access to each service window, station or other point of service. The stacking lane shall be marked and shall be separate from any other driveway, parking space or aisle and shall not interfere with any required parking or ingress and egress. Stacking lanes shall be measured from point of service and shall provide twenty feet (20.0') per vehicle. Common stacking lanes for several service points may be used for financial and restaurants uses, provided that separate stacking for a least three (3) vehicles is provided for each point of service before stacking is merged into a common lane.
  - a. **Number of Vehicles:**
    - i. *General:* Unless otherwise specified below, each service point shall be provided with a stacking lane for a minimum of three (3) vehicles.
    - ii. *Financial or bill-paying:* Each teller station at a drive-through financial institution or a business offering drive-through bill paying shall provide a stacking lane for a minimum of five (5) vehicles.
    - iii. *Restaurant:* Each remote ordering station and each service window at a restaurant with drive-through service shall be provided with a stacking lane for a minimum of five (5) vehicles.

9. **Surfacing:** All parking surfaces and access drives shall be surfaced with asphalt or concrete pavements. All pavement must be of sufficient strength to support the vehicular loads imposed on it, graded and drained to dispose of all surface water in accordance with City regulations and marked to provide for orderly and safe loading, unloading, parking and the storage of vehicles. All surfaces shall be maintained in good condition, generally free of potholes, cracks or broken pavement and allow for uninhibited access to all parking and loading spaces and drives. As an alternative to asphalt or concrete pavement, permeable pavers may be used as a permanent parking surface if such material complies with applicable City standards and the generally accepted practices of parking lot design.

10 **Lighting:** All parking areas located in nonresidential zoning districts and which are used by the public after dark, shall be illuminated beginning one-half (1/2) hour after sunset and continuing throughout the hours of use. If only a portion of the parking area is used after dark and is clearly marked, then only that part is required to be illuminated in accordance with these standards. Lighting shall meet the following minimum standards:

- a. **Intensity:** Upon initial installation, lighting shall equate to an average production of at least one foot candle and maintained to at least one-half (1/2) foot candle on the parking lot surface.
- b. **Fixtures:** Light sources shall be indirect, diffused, or shielded type fixtures to deflect the light from adjoining properties in residential districts and from adjacent streets. Fixtures shall be mounted to buildings or on poles. The use of bare bulbs and strings of lights for use as permanent and required lighting is prohibited.

C. **PARKING REDUCTIONS AND SPECIFIC EXCEPTIONS:** The Zoning Board of Adjustment may authorize exceptions to the requirements of this article where it finds that the peculiar nature of a use, the shape or size of the property, or other exceptional conditions would justify such action and any such reduction or exception could be accommodated without adverse impacts on adjacent properties or the surrounding area. The following are examples of uses or conditions which may justify a reduction or exception;

- 1. **Manufacturing and Warehouse Uses:** a reduction in parking spaces may be considered for manufacturing and/or warehousing uses; any such reduction may be justified based upon the amount of floor area per employee; the proportion of floor area occupied by machinery, equipment, and storage; and/or the maximum number of employees or invitees using the building. The potential for future increases in the number of employees or invitees may be considered.
- 2. **Long Term Parking:** Off-site parking may be considered for institutional type uses such as hospitals, churches, or similar uses where longer term

parking is common. Where an easement is used to both authorize and reserve such parking, the easement shall be permanent and irrevocable and shall be recorded in the property records of the county.

3. **Joint Use Parking:** joint use or collective parking may be allowed to account for parking space requirements. Joint use parking shall mean that required spaces provided for one use may also be credited as required spaces for a complementary use. Where an easement is used to both authorize and reserve such parking, the easement shall be permanent and irrevocable and shall be recorded in the property records of the county. The following definitions and examples shall be used as guidelines in considering requests for joint use parking;

- a. **Complementary:** Complementary uses are uses which generally operate at different time periods, so that one use is inactive when the other is active.
- b. **Joint Use:** The percentage or number of spaces which is allowed to be shared and used jointly should be related to the proportion or number of spaces which will be available during the period of relative inactivity.
- c. **Examples:** If an office parking lot is generally 90% vacant in the evenings and on weekends, then 90% of the spaces might be credited as also providing the parking for a church which operates primarily in the evenings and on weekends. Or, if a church parking lot is generally 50% vacant on weekdays, then 50% of the spaces might be credited as also providing the parking for an office which operates only on weekdays. Theaters and other evening/weekend entertainment uses may be another example of a use that might share parking with an office, bank, church or other complementary use.

- D. **NUMBER OF PARKING SPACES REQUIRED:** The following regulations shall apply in determining the number of parking spaces required for a specific use or combination of uses.

- 1. **Listed Uses:** For nonresidential uses, each category is assigned a "Parking Standard". The number of off-street parking spaces required for a specific nonresidential use shall be determined by reference to the *schedule of permitted uses* and the 'Table of Parking Standards', below.
- 2. **Uses Not Listed:** For any use not listed, or where the listed standard is not applicable in the judgement of the Development Review Committee, the parking requirements shall be established using the requirement of a similar use which is listed or an applicable standard from another source. Such determination by the Development Review Committee may be appealed to the Planning and Zoning Commission.

3. **Handicapped Parking:** Parking for the handicapped and disabled shall be provided as part of the required parking in accordance with the requirements of the Americans with Disabilities Act.
4. **Table of Parking Standards - Nonresidential Uses:**

See attached table.

- E. **OFF-STREET LOADING REQUIREMENTS:** in any nonresidential zoning district, in connection with any building or part thereof hereafter erected or altered which is occupied for uses requiring the receipt or distribution by truck, van, or other type of delivery vehicle which is delivering materials or merchandise, there shall be provided and maintained, on the same lot with such building, off-street loading spaces, said spaces to comply with the following specifications:
1. **Dimensions:** Each loading space shall be not less than ten feet (10.0') in width, twenty-five feet (25.0') in length with a height clearance of not less than fourteen feet (14.0').
  2. **Location:** Such space may occupy all or part of any required side or rear yard except the side yard along a side street in the case of corner lots. In no event shall any part of a required front yard be occupied by such loading spaces.
  3. **Distance:** No such space shall be closer than fifty feet (50.0') to any lot located in any residential district, unless wholly within a completely enclosed building or unless enclosed on all sides by a masonry wall not less than six feet (6.0') in height.

#### D.4 SCHEDULE OF OFF-STREET PARKING REQUIREMENTS

PARKING STANDARD	USE DESCRIPTION	REQUIREMENT
1	Auto Repair and Maintenance (except Car Washes)	Three (3) spaces per repair bay (the repair bay cannot count towards parking count), plus any required parking for office use (see Pkng. Stnd. #14 for office use)
2	Bed and Breakfast	One (1) space per bedroom, plus the parking requirement for the
3	Churches (Places of Worship)	One (1) space per four (4) seats in the sanctuary, plus the required parking requirement for office, meeting room, classrooms and common areas.
4	Construction; Building, General, Specialist	One (1) space for each 500 Sq. feet of indoor area/storage; one (1) space for each 1000 sq., feet of outdoor area/storage. (See pkng. Stnd #14 for office use)
5	Cultural (Museums, Art Galleries, Library, Etc.)	One (1) space for each 400 sq. feet of gross floor area.
6	Day Care (Child or Adult)	One (1) space for each employee, plus one (1) space for each 500 sq. feet. Also see article
7	Death Care Services	One (1) space per 100 sq. feet of chapel area, or one (1) space per four (4) seats in the chapel whichever is greater, plus one (1) space per 300 sq. feet exclusive of the chapel.
8	Education Services	0 through Pre-K: See Day Care. K through 8 Grade: Two(2) spaces per classroom 9 through 12 Grade: Ten (10) spaces per classroom Post High School: One (1) space per two (2) students, plus one (1) space per student housing unit (room)

9		Gasoline Sales		Parking as required for each specified use.
10		Health Care Facilities Hospitals - Ambulatory: Nursing and residential care facilities: Residential Care Facility without Nursing Care: Offices of health care providers (including veterinary services), with clinical, laboratory or outpatient care:		One (1) space per patient bed.  One (1) space per four (4) patient beds One (1) space for each living unit.  One (1) space per 150 sq. fee of gross floor area.
11		Hotel/Motel		One (1) space per sleeping unit, plus the required spaces for restaurnat, meeting rooms, office and related facilities.
12		Manufacturing Custom:  Heavy and Limited:		One (1) space per 1000 sq. feet of gross floor area, plus the required spaces for retail sales and office uses. One (1) space per 1000 sq. feet of gross floor area, plus the required spaces for office use.
13		Mini-warehouses and Self-storage:		One (1) space per 10,000 sq. fee of warehouse/storage area, plus the required spaces for office and on-site apartment, also see Article 11-l-19, for additional requirements.
14		Office		One (1) space per 300 sq. feet
15		Outdoor stroage and slaes facilities		One (1) space per 2000 sq. feet of starage/sales area, plus the required spaces for office use.
16		Personal Services		One (1) space per 250 sq. feet
17		Public Assembly (auditoriums, Theaters, etc.)		One (1) space per four (4) seats (fixed) or one (1) space per 50 sq. feet of assembly area (gross).



18		Recreation, Commercial Recreation, Indoor:  Recreation, outdoor  Recreation, Golf Courses, Country Clubs	Four (4) spaces per court or lane, plus one (1) space per 100 sq. feet of floor area exclusive of courts and lanes One (1) space per 600 sq. feet recreation area Five (5) spaces per green  Plus requires spaces for restaurants, office, retail sales area
19		Restaurants: (includes drinking establishments)	One (1) space per four (4) seats or one (1) space per 100 sq., feet. Whichever is greater. Also, see Article 11-I-20 for additional requirements.
20		Retail Trade Retail:  Retail, Large Items	One (1) space per 250 sq. feet  One (1) space per 400 sq. feet
21		Warehouse and Distribution	One (1) space per 1000 sq. feet of gross floor area, plus the required spaces for office use.
22		Miscellaneous	The parking requirement shall be established by the Development Review Committee (DRC) using the standard of a similar use or an applicable standard from another source. The requirement established by the DRC may be appealed to the Planning and Zoning Commission (P & Z)
		Dwellings, Residential : Single Family Detached Single Family Attached - (Duplex, Townhouses, Condo, Apartments	Two (2) spaces per dwelling unit.  Two (2) spaces per dwelling unit, plus the required spaces for office uses.